

11.25 Supporting Documentation of Accounting Records

Policy:

It is the policy of Licking/Knox Goodwill Industries, Inc. as a non-profit organization to operate using Generally Accepted Accounting Principles (GAAP) and to adhere to all federal, state and local laws.

Procedure:

All accounting records must have supporting documents of income, expense, assets and liabilities.

Documentation of accounting records supporting all reports to federal, state and local agencies are required.

Documents that are not completed correctly may be rejected by the Finance Department and returned to the remitter along with a "Document Rejection Form".